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Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	9.10.17	Exec Head	New Document	First release
1.1	26.9.18	Exec Head	Transfer policy into new Trust policy template Update of pay appendices and inclusion of 9.19 setting out Trustees responsibilities for Executive Pay in the Academies Financial Handbook	Annual review
1.2	25.9.19	Exec Head	Update of pay appendices	Annual review
1.3	24.9.20	Exec Head	Update of pay appendices	Annual review
1.4	23.9.21	Exec Head	Update of pay appendices Amendments to sections 5.1, 5.2, 7.10 and 9.14 to reflect latest Scheme of Delegation	Annual review
1.5	12.9.22	CEO	Update of pay appendices Change in title of Executive Headteacher to Chief Executive Officer/CEO and pay provisions in section 9 for Executive Headteacher refreshed to reflect post of CEO	Annual review

			Section 16 (out of school hours learning activities) introduced and section 18 (part-time teachers) refreshed for clarity	
1.6	15.12.22	Co Sec	Addition of section 23 (Amendments to this policy)	

1. Purpose of the policy

- 1.1. The primary purpose of this policy is to set out the determination of pay for all employees of and future employees of The Circle Trust.

2. Introduction

- 2.1. The Circle Trust seeks to ensure that all employees are valued and receive proper recognition for their work and contribution to the Trust.
- 2.2. The Circle Trust will act with integrity, objectivity and honesty in all matters related to pay.
- 2.3. Due to the different pay and conditions for teaching and support staff the policy presents this information separately. The Circle Trust will fulfil its obligations with due regard to the following:
 - 2.4. For teachers:
 - 2.4.1. The School Teachers' Pay and Conditions Document (The Document)
 - 2.4.2. The Conditions of Service for School Teachers in England and Wales (Burgundy Book)
 - 2.4.3. Relevant legislation
 - 2.5. For support staff:
 - 2.5.1. The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book)
 - 2.5.2. Relevant legislation

3. The Aims and Objectives of the Pay Policy

- 3.1. The Circle Trust had developed this policy to improve the quality of education for all children and young people in the Trust by having a pay policy which:
 - 3.1.1. Encourages and provides for the recruitment and retention of the highest calibre workforce
 - 3.1.2. Enables the Trust to recognise and reward teachers appropriately for their contribution to the Trust – with due regard to the performance related pay arrangements
 - 3.1.3. Pays support staff appropriately for their roles
 - 3.1.4. Act with the highest standards of integrity and stewardship

- 3.1.5. To show all staff that The Circle Trust manages its pay policy in a fair, transparent, consistent and responsible way
- 3.1.6. To make clear the responsibility and accountability of decision making and for Trustees, the CEO, Local Advisory Boards and Headteachers
- 3.2. These aims and objectives will be achieved by:
 - 3.2.1. Ensuring the pay policy is prudent and takes into account financial conditions
 - 3.2.2. Consistency in the treatment and fairness of staff by abiding by all relevant equality legislation including Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Part Time Workers Regulations 2000, Fixed Term Employees Regulations 2002 and Equalities Act 2010/2012
 - 3.2.3. Making the pay policy clear and accurate

4. The Benefits of an effective pay policy

- 4.1. An effective pay policy will add value to The Circle Trust, supporting the Trust's objectives by:
 - 4.1.1. Supporting more efficient allocation and use of resources within the Trust
 - 4.1.2. Protecting and enhancing the Trust's assets
 - 4.1.3. Helping to implement the Trust's strategic objectives and improvement priorities
 - 4.1.4. Enhancing communication between the Trust and all schools
 - 4.1.5. Ensuring compliance with all legislation

5. The Structure and Administration of the pay policy

- 5.1. The Trustees have a fundamental role to:
 - 5.1.1. Agree the pay policy ensuring the policy is in line with The Circle Trust's core values
 - 5.1.2. Annually review the pay policy and approve changes or improvements to key elements of its processes and procedures
 - 5.1.3. Set the pay arrangements for the Chief Executive Officer (CEO)
 - 5.1.4. Establish a pay and performance committee, which will performance, manage and determine any performance related pay awards for the CEO. [Please refer to The Circle Trust's Performance Management Policy here](#)
 - 5.1.5. Review performance related pay awards following the CEO's determinations for all Headteachers and employees who work solely or mainly for The Circle Trust

- 5.2. The CEO will:
 - 5.2.1. Operationally adhere to the pay policy
 - 5.2.2. Ensure that all Headteachers and employees who work solely or mainly for The Circle Trust staff have a job description. A job description maybe reviewed from time to time with the employee concerned.
 - 5.2.1.1. Approve performance related pay awards for all Headteachers (in conjunction with Local Advisory Boards as provided in sections 5.3.3 and 7.8) and employees who work solely or mainly for The Circle Trust
 - 5.2.2. Establish the infrastructure to implement the pay policy
 - 5.2.3. Monitor and review the implementation of the pay policy
 - 5.2.4. Provide a mechanism for the draft pay policy to be disseminated and discussed by Local Advisors and Headteachers and report the outcomes to Trustees
 - 5.2.5. Raise awareness of Trustees regarding the business risks by any changes to the pay policy
- 5.3. The Local Advisors will:
 - 5.3.1. Consider and approve performance related pay awards following the Headteacher's performance related pay recommendations for all teachers in their school
 - 5.3.2. Approve staffing structure and grading of posts in their school
 - 5.3.3. Participate in decision making with the CEO to determine performance related pay recommendation for the Headteacher. [Please refer to The Circle Trust's Performance Management Policy here](#)
- 5.4. A Headteacher will:
 - 5.4.1. Operationally adhere to the pay policy including **inserting their school's agreed directed hours into part 18.3 of this document**
 - 5.4.2. Recommend to the Local Advisors the staffing structure and grading of posts in their school
 - 5.4.3. Provide an annual performance related pay awards reports for Local Advisors that provides recommendations of awards for all teachers in their school
 - 5.4.4. Ensure that all teachers and support staff have a job description. A job description maybe reviewed from time to time with the employee concerned.

6. Performance management arrangements related to pay

- 6.1. The Circle Trust will ensure that decisions regarding performance related pay will be made in reference to the teacher's performance management reviews. This will take due regard to the Teachers' Standards. In the case of Early Career Teachers (ECTs) pay progression will be made by means of the statutory induction process. [Please refer to The Circle Trust's Performance Management Policy here.](#)
- 6.2. Teachers on maternity leave are entitled to consideration of pay progression. Trustees and Local Advisors will take a practical and flexible approach to conducting performance management and will make pay decisions for those absent on maternity, including where a teacher has been absent for part or all of the reporting year
- 6.3. The Circle Trust recognizes that the annual performance management arrangements for support staff do not have a direct link with salary progression but relate to the development and motivation of employees.

7. Pay

- 7.1. The Circle Trust will seek to ensure that there is appropriate pay relativity between jobs.
- 7.2. If an employee of The Circle Trust has a query about his/her salary he/she should in the first place seek to resolve the matter informally with their manager or the Headteacher or, in the case of the Headteacher, with the CEO. If the matter remains unresolved the appeals procedure as outlined in [Appendix 1- The Circle Trust Pay Appeals Procedures](#) will be followed.
- 7.3. All teachers employed by The Circle Trust will be paid in accordance with the statutory provision of the School Teachers' Pay and Conditions Document (the Document). The discretions allowed by this document will be used in accordance to identified school needs and based on criteria, which is subject to review and available funding.
- 7.4. With the exception of Headteachers and the CEO, every teacher's salary will be reviewed no later than 31st October each year. The Local Advisory Board will have regard to pay recommendations made by the Headteacher of the school as part of the performance management arrangements when making any final decisions on performance related pay. A template report to the Local Advisory Board is included at [The Circle Trust Template Pay Report for Local Advisory Boards here](#)
- 7.5. The report regarding performance related pay will be recorded by the Clerk as a part 2 confidential minute.
- 7.6. All teachers will receive a written statement setting out their salary and any other financial benefits to which they are entitled will be provided at the earliest opportunity and no more than one month later. Any pay progression will take effect from 1st September. A template statement is included in [The Circle Trust Template Pay for Teachers here.](#)

- 7.7. All Deputy Headteachers and Assistant Headteachers will receive a written statement setting out their salary and any other financial benefits to which they are entitled will be provided at the earliest opportunity and no more than one month later. Any pay progression will take effect from 1st September. A template statement is included in [The Circle Trust Template Pay for Senior Leaders here](#)
- 7.8. Headteachers' salaries will be reviewed no later than 31st December each year. The CEO will participate with the Local Advisory Board of the school as part of the performance management arrangements when making any final decisions on performance related pay.
- 7.9. All Headteachers will be provided with a written statement setting out their salary and any other financial benefits to which they are entitled at the earliest opportunity and no more than one month later. Any pay progression will take effect from 1st September. A template report to the Trustees is included at [The Circle Trust Template Pay for Headteachers here](#)
- 7.10. The CEO's salary will be reviewed no later than 31st January each year. The Trustees' Pay and Performance Committee will make any final determinations on the CEO's performance related pay.
- 7.11. The CEO will be provided with a written statement setting out their salary and any other financial benefits to which they are entitled at the earliest opportunity and no more than one month later. Any pay progression will take effect from 1st September.
- 7.12. Where any pay determination leads, or may lead, to a start of a period of safeguarding, the employee will receive notification as soon as possible and no later than one month after the date of determination.
- 7.13. As pay decisions are linked to performance, decisions on pay under the Pay Policy should be read in conjunction with the Performance Management Policy

8. Appeals

- 8.1. A teacher, Headteacher or the CEO may seek a review of any determination in relation to his/her pay or any other decision taken by The Circle Trust or an individual acting with delegated authority that affects their pay.
- 8.2. The following list includes the usual reasons for seeking a review of a pay determination:
 - 8.2.1. Incorrectly applied any provision of the Teachers' Pay and Conditions Document
 - 8.2.2. Failed to have proper regard for statutory guidance
 - 8.2.3. Failed to take proper account of relevant evidence
 - 8.2.4. Took account of irrelevant or inaccurate evidence
 - 8.2.5. Was biased
 - 8.2.6. Otherwise unlawfully discriminated against the employee

8.3. Attempts should be made to deal with any matters informally in the first instance, should this not be successful then the procedure to follow in any appeal is detailed in [The Circle Trust Pay Appeals Procedures here](#)

9. Pay ranges

9.1. The Headteacher will determine the pay range for a vacancy prior to advertising it. On appointment, the Headteacher will determine the starting salary within that range to be offered to the successful candidate.

9.2. In making such determinations, the Headteacher may take into account a range of factors, including:

9.2.1. The nature of the post

9.2.2. The level of qualifications, skills and experience required

9.2.3. Market conditions

9.2.4. The wider school context

9.3. The CEO will determine the pay ranges for a Trust's post prior to advertising it. On appointment, the CEO will determine the starting salary within that range to be offered to the successful candidate.

9.4. In making such determinations, the CEO may take into account a range of factors, including:

9.4.1. The nature of the post

9.4.2. The level of qualifications, skills and experience required

9.4.3. Market conditions

9.4.4. The wider Trust context

9.5. There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, as "pay portability" is no longer included within the Document. The Headteacher will however wish to have due regard to the previous salary level when making an offer of employment, including those teachers returning to the profession following a break.

9.6. After seeking advice from the CEO and/or Chief Operating Officer, the Local Advisory Board will determine the salary range of a Headteacher, Deputy Headteacher(s) and Assistant Headteacher(s) in accordance with paragraphs 4 to 11 of the Document.

9.7. A copy of the pay ranges is attached as [The Circle Trust Leadership Pay Scale here](#)

- 9.8. Headteachers, Deputies and Assistant Heads must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any performance points will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account
- 9.9. The Circle Trust will determine the salary on the main pay range for qualified teachers in accordance with paragraphs 13 of the Document. The Main Pay Range for Teachers in the Document will include a minimum and maximum salary. A copy of the pay range is attached as [The Circle Trust Teacher Pay Scale here](#)
- 9.10. The Circle Trust will determine the salary on the upper pay range for qualified teachers in accordance with paragraph 14 of the Document. A copy of the pay range is attached as [The Circle Trust Teacher Pay Scale here](#)
- 9.11. The Circle Trust will determine the salary for unqualified teachers in accordance with paragraph 17 of the Document. A copy of the pay range is attached as [The Circle Trust Teacher Pay Scale here](#)
- 9.12. The CEO will determine the salary of key Trust staff.
- 9.13. The Trustees will determine the salary for the CEO. Salary setting for this post will be transparent and achieve value for money.
- 9.14. The Trustees' Pay and Performance Committee will set and review performance management objectives and determine the CEO's performance pay awards and review and recommend to the Trust Board all other aspects of the CEO's pay arrangements.
- 9.15. The determination of the CEO's salary on appointment will be as follows. The process is managed by the Pay and Performance Committee who, with advice and guidance sought from an HR advisor as and where appropriate, will define and set out the specific role, responsibilities and accountabilities of the post and make a recommendation on salary range to the Trust Board to set pay on appointment by reference to candidate specific factors.
- 9.16. The Trustees must make clear to the CEO how pay progression will be awarded, including detailing whether pay progression will combine cost of living award or will just be made up of performance related pay.
- 9.17. If the Trustees make available non-consolidated bonuses, clear criteria must be set and how and when these will be paid.
- 9.18. Trustees must satisfy themselves that the post of CEO is eligible for the Teacher Pension Scheme (TPS), where alternative pension schemes are offered consideration must be given to contribution by employee and employer, scheme benefits and protections

- 9.19. Trustees will adhere to guidance set out in the Academy Trust Handbook <https://www.gov.uk/government/publications/academies-financial-handbook> and <https://www.gov.uk/government/publications/setting-executive-salaries-guidance-for-academy-trusts/setting-executive-salaries-guidance-for-academy-trusts> in reference to Executive Pay arrangements.

10. Threshold

- 10.1. An application from a qualified teacher will be successful where the Headteacher with the approval of the Local Advisory Body is satisfied that: the teacher is highly competent in all elements of the relevant standards and the teacher's achievements and contribution to the school are substantial and sustained. The Circle Trust defines this as:

10.1.1. **Highly competent:** the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role he/she is fulfilling and the context in which he/she is working. The teacher will have had sufficient teaching experience so that teacher's practice is secure, well-informed and consistently good or outstanding. The teacher is able to design and lead CPD sessions and programmes. The teacher is able to contribute to the professional development of others through coaching and/or mentoring, with evidence of improvement and that the teacher is able to evaluate learning and teaching effectively.

10.1.2. **Substantial and Sustained:** the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in his/her own classroom, or with his/her own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues. The teacher will make a distinctive contribution to the closing of student progress and attainment gaps; that the teacher makes a contribution to mentoring of students/groups of students so that they meet/exceed their benchmarks. The teacher can contribute to designing learning, such as revision sessions/intervention programmes. The teacher contributes more broadly to the life of the school; that such contribution has been maintained over a period of time; this will usually require the assessor to ensure that the teacher has had at least two consecutive appraisal reports demonstrating the required standard has been met.

- 10.2. The Circle Trust's Threshold application form is attached in [The Circle Trust Threshold Application Form here](#)

11. Pay in respect to Performance Management

- 11.1. All teachers in The Circle Trust can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher performance management are set out in [The Circle Trust's Performance Management Policy here](#).
- 11.2. Decisions regarding pay progression will be made with reference to the teachers' performance management reviews and the pay recommendations they contain. In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 11.3. To be fair and transparent, assessments of performance will be properly rooted in evidence. In this Trust, schools will ensure fairness by:
 - 11.3.1. Annual monitoring of the execution and application of this policy by the Trustees
 - 11.3.2. Annual moderation of a sample of appraisal reports and recommendations by the Headteacher with Senior Leaders
 - 11.3.3. Providing regular training, advice and guidance for all performance management Reviewers and Reviewees
- 11.4. The evidence the school will use in determining pay progression will include the appraisal report and other evidence such as:
 - 11.4.1. Lesson observations
 - 11.4.2. Impact on pupil progress
 - 11.4.3. Impact on wider outcomes for pupils
 - 11.4.4. Improvements in specific elements of practice
 - 11.4.5. Contribution to the work of the school
 - 11.4.6. Any other information that the teacher wishes to present will also be considered.
- 11.5. Teachers' performance management reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Headteacher and approved by the Local Advisory Board. The Local Advisory Board will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.
- 11.6. Approved pay recommendations will normally result in pay progression equivalent to one reference point on the pay scale. For exceptional performance, the Headteacher with approval by the Local Advisory Board may determine that progression by the equivalent of two reference points on the main pay scale is deemed appropriate.

11.7. Pay awards will be given when the Headteacher with the approval of the Local Advisory Board is satisfied that the teacher's performance is exceptional or effective. The Circle Trust defines this as:

11.7.1. Exceptional Performance: means that the teacher consistently meets the Teachers' Standards with impact significantly above expectations and performance regularly exceeds expectations of a teacher at his/her career level. Teaching is mostly or always outstanding and the teacher has met or exceeded his/her targets and objectives, again with significantly high impact on outcomes. Any aspect of performance which does not consistently exceed expectations is due to events outside his/her control, despite every reasonable effort on their part to mitigate for these circumstances. The teacher regularly contributes to improving the efficiency and effectiveness of the wider school through his/her own work and participation in the work of others. Two or Three point increase recommended.

11.7.2. Effective Performance: means that the teacher consistently meets the Teachers' Standards and performance generally meets expectations of a teacher at his/her career level and may sometimes exceed expectations. Teaching is consistently good and may sometimes be outstanding and the teacher has met, or very largely met, his/her targets and objectives. He/she has managed his/her objectives well and acted proactively to try and mitigate any circumstances beyond his/her control which may have meant meeting them was compromised. The teacher contributes to improving the efficiency and effectiveness of the wider school through his/her own work and participation in the work of others. One point increase recommended.

11.7.3. Developing Performance: means that the teacher largely meets the Teachers' Standards and that performance sometimes, but not always, meets expectations of a teacher at his/her career level. Teaching may sometimes be good but overall requires improvement. The teacher has largely met his/her targets and objectives. The teacher has not always shown commitment to the managing of meeting their objectives. The teacher sometimes contributes to improving the efficiency and effectiveness of the wider school through his/her own work and participation in the work of others. Any classroom teacher falling into this category will be supported through a time limited action plan. No pay increase recommended

11.7.4. Unsatisfactory Performance: means that the teacher does not regularly meet the Teachers' Standards and performance regularly falls below that expected of a teacher at his/her career level. Teaching requires a significant improvement. The teacher's progress against targets and objectives is limited and he/she has not managed this work well. The teacher requires extensive support and does not contribute to improving the efficiency and effectiveness of the wider school through his/her own work or participation with the work of others. Any member of staff falling into this category should already have been supported through a time-limited action plan: where improvement is still not adequate, the capability process would be invoked. No pay increase recommended

12. Teaching and Learning Responsibilities (TLRs)

- 12.1. The Headteacher with approval from the Local Advisory Board will award TLRs to a teacher as part of the staffing structure where the duties include a sustained additional responsibility for ensuring the delivery of high quality teaching and learning for which the teacher is made accountable. In awarding a TLR 1 or 2 the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:
- 12.1.1. Focused on teaching and learning
 - 12.1.2. Requires the exercise of a teacher's professional skills and judgment
 - 12.1.3. Requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum
 - 12.1.4. Impact on the educational progress of pupils other than teacher's assigned classes or groups of pupils
 - 12.1.5. Involves leading, developing and enhancing the teaching practice of other staff
- 12.2. The values of the TLRs are set out at The Circle Trust Teacher Pay Scales [here](#). The TLR 1 will require the post holder to include line management responsibility of a significant number of people.
- 12.3. The Local Advisory Board may award a fixed term TLR (known as a TLR 3) to a classroom teacher for clearly time-limited school improvement projects, or one off externally driven responsibilities. A TLR 3 is not subject to safeguarding upon completion of the fixed term period and may be awarded in addition to a TLR1 or TLR2.

13. Special educational needs allowances

- 13.1. The value of SEN allowances are set out [here](#)
- 13.2. An SEN allowance is payable to a classroom teacher:
- 13.2.1. In any SEN post that requires a mandatory SEN qualification;
 - 13.2.2. In a special school

14. Recruitment and retention incentives and benefits

- 14.1. The Headteacher with approval from the Local Advisory Board can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive for a teacher.
- 14.2. The Local Advisors will review the level of payment/benefits annually.

14.3. No such payments may be made to a member of the Leadership Scale (Headteacher, Deputy Headteacher, and Assistant Headteacher) other than the reimbursement of housing of relocation costs

15. Additional Payments

15.1. In accordance with paragraph 26 of the Document the Headteacher with agreement with the Local Advisory Board may make payment to any teacher, excluding the Headteacher in respect of:

15.1.1. Activities relating to the provision of initial teacher training

15.1.2. Participation in out-of-school hours learning activity agreed between the teacher and the Headteacher or

15.1.3. Responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools

16. Out-of-school hours learning activities

16.1. In accordance with paragraph 69 of the Document, the Headteacher may make payments to teachers who agree to participate in out-of-school hours learning activities where such activities:

16.1.1. are undertaken outside of the 1265 hours for the school year of directed time for full-time teachers or the appropriate proportion of 1265 hours of directed time for part-time teachers (which, by way of example, would be 3/4s of 1265 hours of directed time in the case of a part time teacher on a 0.75 contract) and

16.1.2. require the exercise of the teacher's professional skills or judgement.

16.2. The level of payment shall be determined and made on an hourly basis the rate for which will be calculated by reference to the full-time salary rate and pro-rated.

16.3. All agreements and payments to be made will be documented by the Headteacher and copied to the teacher concerned.

17. Salary safeguarding

17.1. Salary safeguarding is for a period not exceeding three years and may end sooner in the circumstances set out in the Document

18. Part-time teachers

18.1. Teachers employed on an ongoing basis at a school but who work less than a full working week are deemed to be part-time.

18.2. The hours and working time obligations of part time teachers will be set out in their contracts of employment and in line with the provisions of the Document.

18.3. The pay of part time teachers and any increase in pay will be determined in the same way as full time teachers and paid pro rata to full time equivalent salary rates.

19. Directed time

19.1. All schools in The Circle Trust will publish the directed time for teachers

19.2. Preparation, planning and assessment (PPA) shall be provided in line in accordance to the Document

19.3. [St Crispin's School](#) directed time:

Teachers' Directed Time

	Start	End	Number	Hours
Morning school	8.30	12.15	190	646
Afternoon school	12.55	15.00	190	475
Duty	10.55	11.15	38	12.66
Staff training days	8.30	15.30	5	35.00
Parents' evenings	TBA	TBA	7	21.00
Staff briefing	8.25	08.30	190	16.00
Department meetings	15.15	16.15	6	6.00
Year tutor meetings	15.15	16.15	6	6.00
Staff meetings	15.15	16.15	6	6.00
Total hours				1223

Other meetings

Head of Department	15.15	16.15	6	6.00
Head of Year	15.15	16.15	6	6.00

20. Supply teachers

20.1. Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers will have their salary assessed as an annual amount, divided by 1265 hours to establish an hourly rate of pay. The hourly rate is multiplied by the number of hours worked during the day. Teachers working a full day will have their salary based on a working day of 6.5 hours.

20.2. Separate pay arrangements will apply for those supply staff engaged through a supply agency.

21. Pay awards

21.1. The Circle Trust will implement national pay awards as agreed and updated in the Pay Document

22. Support Staff

22.1. The Circle Trust will comply with all national agreements on Conditions of Service, as agreed with Professional Associations/Trade Unions.

22.2. The application of The Circle Trust job evaluation scheme will be used for the assessment and the grading of all posts.

22.3. The support staff pay scales are detailed in [The Circle Trust Support Staff Pay Ranges here](#)

22.4. The Circle Trust will take into account any national or local developments that affect the pay and conditions agreements for these groups of staff.

22.5. If a school considers changing the organization structure, duties or role of any member of the support staff, a revised job description should be prepared and submitted, where appropriate, for re-evaluation through The Circle Trust job evaluation scheme.

22.6. The individual starting salary of new support staff will be assessed taking into account the following criteria:

22.6.1. Level of expertise

22.6.2. Qualification

22.6.3. Level of training required to fulfil all requirements of post.

22.6.4. Value to the school

22.7. Support staff should receive 1 increment every 12 months, which is normally paid on 1st April each year until the maximum point on the grade is reached.

22.8. The Headteacher with approval of the Local Advisory Board may award merit or accelerated increments within the range at any time. Criteria for such a decision will be:

22.8.1. Achievement exceeding normal job requirements but at an equivalent level of responsibility

22.8.2. Completion of key tasks to a degree which exceeds line manager recorded expectations

22.8.3. Undertaking a specialist project at an equivalent level of responsibility to the post holder's current job description

- 22.9. Where a member of staff is required by the Headteacher to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, he/she will be entitled to receive the salary appropriate to the post temporarily occupied. The salary paid will be at the bottom of the appropriate salary range, unless this is below the employee's existing incremental step, when the payment made will be equivalent to an increase of at least one increment. Once the qualifying period of four weeks has been completed, payment at the higher rate will be made from the first day the duties were undertaken.
- 22.10. The Headteacher may pay an honorarium where, for an extended period, a member of staff is asked to undertake:
- 22.10.1. Part of the duties of a higher graded post;
 - 22.10.2. Duties outside the scope of his/her post which are particularly onerous.
- 22.11. The Circle Trust has determined to pay designated first aiders a retainer (currently £100 per annum) whilst they are available, qualified and willing to render first aid to employees.

23. Amendments to this policy

- 23.1. The CEO, Chief Operating Officer and/or any officer of the Trust nominated by the CEO is authorised to amend this policy to reflect changes in personnel or procedure or changes in legislation or Department for Education guidance.
- 23.2. Any such amendments must be reported to the next meeting of the Human Resources Committee (or whichever Committee has oversight of and authority to approve this policy).